Welcome!

This tutorial will guide Navy ODs through the steps of managing their NKO Profiles, NKO Messages and Library Setup. These are crucial firsts steps as we transition the Navy Optometry Website to NKO.

When you create a user account on NKO your identity is validated via DEERS. Realize, however that maintaining your contact info on NKO is your responsibility it does not happen automatically.

- Logon to NKO. If you have forgotten your user name or password click the appropriate links for assistance or call the NKO help desk.

- If you are not registered with NKO refer to the "New User" section on the NKO login page.

  https://wwwa.nko.navy.mil

- Remember, for technical assistance use the NKO help desk!

    877-253-7122 option 2
    nln.helpdesk@netc.navy.mil

✧ Once on NKO select the "Manage Profile" link

N@VY KNOWLEDGE ONLINE

Basic User Information

Data Problems? Please follow this guidance.

Username: brian.c.hatch
First Name: Brian
Middle Name: Clair
Last Name: Hatch

* Select your Primary Community → **Primary Community:** Optometry *

* Enter your current email address → **Email:** brian.c.hatch@us.army.mil

* Enter your current phone number → **Phone number:** 410-436-1002

2nd Phone number: NA
Zipcode: NA
Account Type: Navy - Active Duty
Paygrade: O4
Officer/Enlisted Code: O
Officer Designator: 2305
Warfare Qualification:

* Click here when finished → **Update My Profile**

* **Note:** The primary community you select and the other communities you join allows you to customize your personal navigation of NKO it does not reclassify who you are in the BUPERS human resources databases. We prefer that you list Optometry as your primary community to facilitate easier navigation to our page. Ultimately it is your choice.

Pick this community 😊

Unalterable profile data displayed is extracted from official Navy databases. Corrections or updates to the data must be submitted by the member, or their local Personnel Support Detachment (PSD), to the applicable Navy database manager. Use this link for guidance on who to contact for corrections or updates to data displayed on the various NKO screens.

https://ntmpsweb.ntmps.navy.mil/DataProblems.aspx

***** Please include your rate/rank, full name, and telephone number when sending email to the NTMPS Support Office. *****

Square your NKO Message handling away now!

When content is added to the NKO Optometry Pages via the Optometry Knowledge Center (NKO Library) you can be sent updates. If you do not check you NKO Message Center regularly you will not be in the loop...UNLESS you change your notification settings to send it directly to the email address specified in your profile...now that's a little more practical right?

Click here on NKO

Then click here

:: My Messages

Configure your global alert settings

a gear is added to a page you are a leader of ☑ Web ☑ Email

a gear is removed from a page you are a leader of ☑ Web ☑ Email

another user sends you a link to a library document ☑ Web ☑ Email

another user sends you a link to a portal page ☑ Web ☑ Email

community administrator replies to your feedback ☑ Web ☑ Email

[Update]

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Checking Email will ensure that your notifications are sent to the address you specified in your NKO Profile

Checking Web will post the notification in your NKO message center. If you are not accustomed to using your NKO message center then it is recommended that you deselect these boxes and use the Email option.
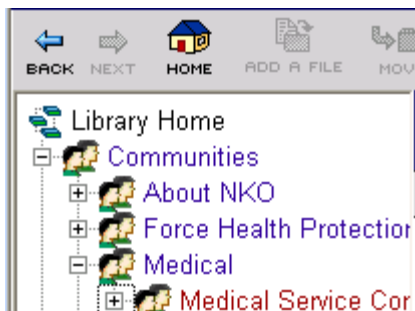
✛ Click here on NKO
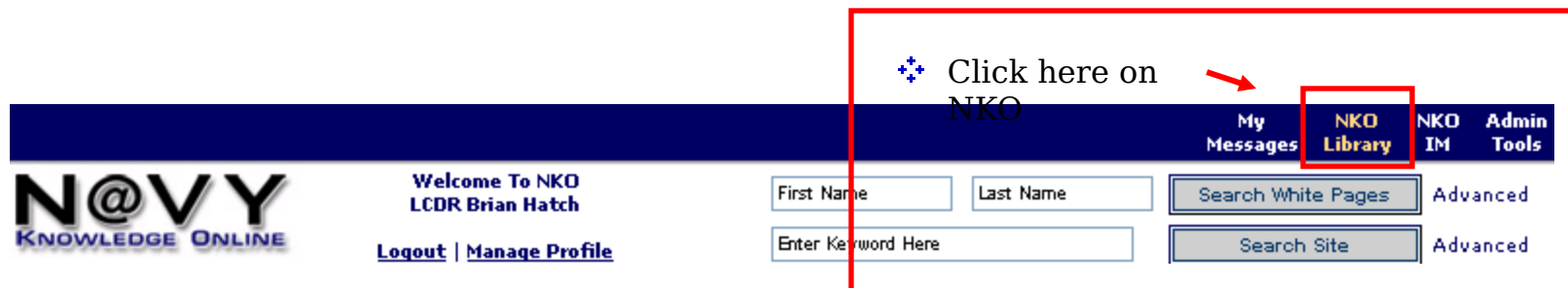
✛ Scroll down to Search & Subscribe, select Medical from the dropdown and click view
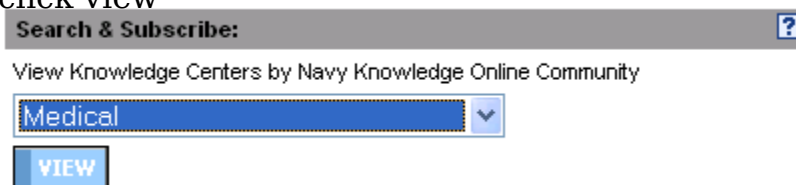
✛ Then select Medical Service Corps in the 'Unsubscribed Communities and Knowledge Centers' section if it does not appear in your 'Subscribed Communities and Knowledge Centers'

✛ Click the subscribe button on the library tool bar and follow instructions

Next, use the expander boxes in the left navigation screen to expand 'Medical' and then click on 'Medical Service Corps'

Once properly subscribed you should be able to expand your view to this and view folder content

Select Optometry in the 'Unsubscribed Communities and Knowledge Centers' if it does not appear in your 'Subscribed Communities and Knowledge Centers'

Then click the subscribe button on the library tool bar and follow instructions
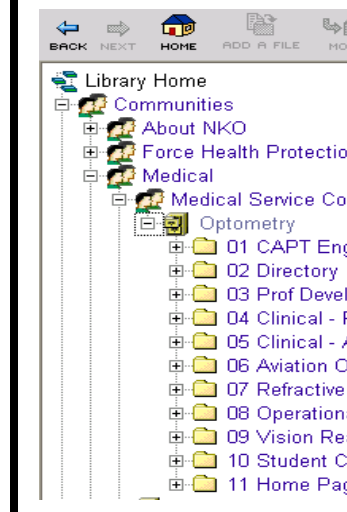
Summary

This tutorial has presented the basic steps to:

- Maintain your NKO Profile
- Manage your NKO Messages
- NKO Library Setup
- Remember the NKO Helpdesk is there to help – 877-253-7122 option 2
nln.helpdesk@netc.navy.mil